TREASURY TODAY

STUDENT ACCOUNTS OFFICE

The Student Accounts Office Concordia UNIVERSITY will soon be a....

CASH FREE ENVIRONMENT

In order to create a safer environment for all members of the University community, beginning June 1, 1994, the Student Accounts Office will no longer accept cash payments for tuition and other fees.

Payments can be made by debit card, Mastercard, VISA, certified cheque, money order, or personal cheque.

ACCOUNTS PAYABLE

IT'S THAT TIME AGAIN, YEAR END. WE WOULD LIKE TO REMIND YOU THAT IT IS IMPORTANT FOR YOU TO VERIFY THE ACCOUNTING ENTRIES IN YOUR LEDGERS AS SOON AS YOU RECEIVE THEM; REPORT ANY ERRORS OR CHANGES TO THE APPROPRIATE AREA IN TREASURY AS SOON AS POSSIBLE. PLEASE DIRECT YOUR ACCOUNTS PAYABLE INQUIRIES TO SANDY WHITNEY, GM-700, OR FAX HER AT 8626.

▹ TRAVEL

CORPORATE CARDS

FOR THOSE OF YOU WHO HAVE A CORPORATE CARD, YOU MAY HAVE NOTICED A CHANGE IN YOUR RECENT STATEMENT. AMERICAN EXPRESS IS NO LONGER PROVIDING DUPLICATE COPIES OF YOUR EXPENDITURE RECEIPTS (STUBS) WITH YOUR MONTHLY STATEMENT. THEREFORE, IT IS NOW NECESSARY FOR YOU TO KEEP YOUR COPIES OF THE RECEIPTS AND ENCLOSE THEM WITH YOUR STATEMENT WHEN SUBMITTING AN EXPENSE REPORT. PLEASE NOTE THAT THE RECEIPTS SUBMITTED SHOULD HAVE A DETAILED BREAKDOWN OF THE PURCHASES AND TAXES; IF YOU DON'T SUBMIT THIS INFORMATION YOU MAY LOSE YOUR TAX REBATES.

▹ AIRFARE

WE WOULD LIKE TO REMIND EVERYONE WHO IS BOOKING AIRFARES THROUGH ONE OF OUR RECOMMENDED TRAVEL AGENTS THAT WHEN YOU FILE AN EXPENSE REPORT, YOU MUST ATTACH YOUR AIRLINE TICKET PASSENGER COUPON.

▹ HOTEL LISTING

ENCLOSED YOU WILL FIND THE NAMES OF A FEW HOTELS THAT ARE PREPARED TO GIVE OUR UNIVERSITY SPECIAL RATES. IF YOU NEED FURTHER INFORMATION REGARDING THESE RATES, PLEASE CALL MICH SARDELLA AT LOCAL 4921.

RECEIPTS

JUST A SHORT REMINDER:
WHEN YOU USE YOUR CREDIT CARD, WE REQUIRE BOTH THE SALES SLIP FROM THE CASH REGISTER AND YOUR COPY OF THE CREDIT CARD SLIP. BOTH OF THESE SLIPS WILL ENSURE THAT YOU RECEIVE YOUR FULL TAX REBATE.

GENERAL ACCOUNTING DEPARTMENT

▹ TRANSFERS FOR SUPPORTING SALARY AND NON-SALARY EXPENSES

THE PRESENT METHODOLOGY FOR RECORDING TRANSFERS BY GENERAL ACCOUNTING:

A. WHEN ONE DEPARTMENT IS SUPPORTING A CHARGE FOR SALARY EXPENSES FOR ANOTHER DEPARTMENT, THE OBJECT CODES USED SHOULD BE THE FOLLOWING:
   - DEBIT IN 6999 - SALARY COST RECOVERY
     OR
   - DEBIT IN 8061 - INTERNAL SUPPORT GRANT GIVEN FOR SALARY EXPENSES (IF THE DEPARTMENT DOES NOT WANT TO SEE THE DEBIT IN THE PERSONNEL CATEGORY)
   - CREDIT IN 6999 - SALARY COST RECOVERY

B. WHEN A DEPARTMENT IS SUPPORTING A SPECIFIC CHARGE FROM ANOTHER DEPARTMENT, THE SAME OBJECT CODES SHOULD BE USED TO REFLECT THE TRANSFER OF CHARGE TO ANOTHER DEPARTMENT (I.E., A CHARGE MISPLACED AT SOURCE OR A SPLIT OF SPECIFIC EXPENSES, ETC.).
   - DEBIT IN XXXX
   - CREDIT IN XXXX

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NOTE: IF A SALARY EXPENSE IS WRONGLY CHARGED TO YOUR DEPARTMENT, FULL BACK-UP IS NEEDED (EMPLOYEE I.D., NUMBER OF HOURS WORKED, AMOUNT, ETC.).

C. WHEN A DEPARTMENT IS TRANSFERRING A LUMP SUM OF MONEY TO ANOTHER DEPARTMENT FOR ANY PURPOSE, IT IS REGARDED AS A TRANSFER OF FUNDS. THE OBJECT CODES USED SHOULD BE THE FOLLOWING:

- IF TRANSFERRED INTO TWO DIFFERENT FUNDS:
  - DEBIT IN 8550 - TRANSFER OUT BETWEEN FUNDS
  - CREDIT IN 5440 - TRANSFER IN BETWEEN FUNDS
- IF A TRANSFER IS REQUESTED WITHIN THE SAME FUND (EXCEPT FOR THE OPERATING FUND):
  - DEBIT IN 8551 - TRANSFER OUT WITHIN THE SAME FUND
  - CREDIT IN 5441 - TRANSFER IN WITHIN THE SAME FUND
- IF A TRANSFER IS WITHIN THE OPERATING FUND ("C" ACCOUNTS):
  - DEBIT IN 8060 - INTERNAL SUPPORT GRANT GIVEN - OTHERS
  - CREDIT IN 8055 - INTERNAL SUPPORT GRANT RECEIVED

WE HOPE THIS SUMMARY WILL HELP TO STREAMLINE THE TRANSFERS AS WELL AS HELP THE COMMUNITY TO RECORD THE VARIOUS TYPES OF TRANSFERS ACCURATELY. WE TRUST THESE PROCEDURES WILL ADDRESS THE NUMEROUS NEEDS WITH REGARDS TO REPORT PURPOSES. IF YOU HAVE ANY QUESTIONS, JOANNE GAGNÉ WILL BE GLAD TO DISCUSS THEM WITH YOU. YOU MAY REACH JOANNE AT 4927.

▸ **REVIEW OF LEDGERS**

PLEASE CAREFULLY REVIEW YOUR LEDGERS BEFORE YEAR-END DEADLINES. FOR MULTI-YEAR ACCOUNTS, APRIL AND MAY TRANSACTIONS MUST BE CORRECTED BY MAY 26, 1994.

DON'T FORGET THAT THE FIRST DEADLINE TO SEE YOUR TRANSACTIONS IN THE MAY LEDGERS IS MAY 26TH AND GENERAL ACCOUNTING WOULD LIKE TO RECEIVE YOUR REQUESTS BEFORE THAT DAY. IDEALLY, WE WOULD PREFER TO RECEIVE YOUR REQUESTS BY FRIDAY, MAY 20TH, SINCE MONDAY, MAY 23RD IS A HOLIDAY.

RESEARCH & SPECIAL FUNDS

PLEASE NOTE THAT WE ARE IN THE PROCESS OF PRODUCING THE ANNUAL STATEMENTS OF EXPENDITURES FOR NSERC AND SSHRC GRANTS. WE WOULD GREATLY APPRECIATE YOUR COOPERATION IN PROMPTLY SIGNING AND RETURNING THE STATEMENTS TO OUR OFFICE.

WE WOULD ALSO LIKE TO INFORM YOU THAT WE HAVE RECENTLY RECEIVED REQUESTS FOR REIMBURSEMENT OF EQUIPMENT PURCHASES, SPECIFICALLY, PORTABLE COMPUTER EQUIPMENT. PLEASE BE AWARE THAT EQUIPMENT IS NOT A REIMBURSABLE ITEM; EQUIPMENT SHOULD BE OBTAINED BY SUBMITTING A PURCHASE REQUISITION TO THE PURCHASING DEPARTMENT. IN THIS WAY, YOU WILL BE ABLE TO TAKE ADVANTAGE OF VOLUME DISCOUNTS AS WELL AS FEDERAL TAX REBATES. ADDITIONALLY, THE EQUIPMENT WILL BE PROPERLY RECORDED IN THE UNIVERSITY'S INVENTORY.

IN OTHER NEWS, PLEASE BE AWARE THAT EFFECTIVE JUNE 1, 1994, LEAVE RESEARCH GRANTS WILL BE PAID BY THE PAYROLL DEPARTMENT. THESE FUNDS WILL BE INCLUDED WITH THE FACULTY MEMBER'S PAY CHEQUE. WE WILL ALSO BE INTRODUCING A NEW AND IMPROVED VERSION OF THE GRANT SUMMARY REPORT (FISG210) EARLY IN THE NEW FISCAL YEAR.

TO HELP US IMPROVE OUR SERVICE TO YOU, WE WELCOME YOUR SUGGESTIONS. PLEASE CONTACT US BY E-MAIL (CTILSON@MANIS) OR FAX (8626).

WE WOULD ALSO LIKE TO TAKE THIS OPPORTUNITY TO THANK ALL MEMBERS OF THE RESEARCH COMMUNITY FOR THEIR COOPERATION AND PATIENCE DURING THE 1993-1994 FISCAL YEAR. ■